



**FREDERICK COUNTY, MARYLAND
COMMUNITY DEVELOPMENT DIVISION**

Environmental Compliance Section

30 North Market Street Frederick, Maryland 21701
301-600-3474 FAX 301-600-2309

DATE OF REQUEST:

REQUEST TO RELEASE SECURED FUNDS

Please E-Mail this form to: TMartin@FrederickCountyMD.Gov

Please use a separate request form for each permit

PERMIT NO:

PROJECT AND CONTACT INFORMATION

PROJECT: OWNER:

STREET: CITY: ST: ZIP:

PHONE: MOBILE: E-MAIL:

COMPLETE THE FOLLOWING CONTACT INFORMATION FOR PERSONS MAKING THIS REQUEST OTHER THAN THE OWNER

NAME: AFFILIATION:

PHONE: MOBILE: E-MAIL:

SECURITY INFORMATION

☐ **LETTER OF CREDIT** NAME OF FINANCIAL INSTITUTION:

ACCOUNT NO:

☐ **COUNTY HELD ESCROW** MAKE CHECK PAYABLE TO:

☐ **PERFORMANCE BOND** NAME OF SURETY:

ACCOUNT NO:

NOTES:

*All requests involving funds held by a **TOWN**, must be submitted through the **TOWN**.

****Public Improvement release requests should be directed to DPW Dept. of Facilities & Project Services. Call 301-600-2159 or Email: Bhovatter@FrederickCountyMD.Gov**

ORIGINAL AMT. SECURED:

CURRENT BALANCE:

THIS REQUEST:

BALANCE TO REMAIN:

SECURITY IS BEING HELD TO SECURE (Check all that apply)

☐ Sediment Control ☐ Forest Resource Ordinance ☐ Common Driveway

☐ Stormwater Management ****** ☐ Public Improvements [Roads & Stormdrain] ☐ Other

THE FOLLOWING DOCUMENT(S) MUST ACCOMPANY EACH REQUEST

(Failure to provide these documents may cause the delay or denial of this request)

☒ **ALL** A copy of the Cost Estimate that was used to establish the amount of security being held. Please specify the amount(s) previously released, the amount of this request and the proposed remaining balance.

☒ **SWM** **Add** a copy of the Stormwater Management As-Built approval letter.
SWM Funds cannot be released prior to approval of as-built drawings.

☒ **PUBLIC IMPROVEMENTS** **DPW Department of Facilities & Project Services.** Phone (301) 600-2159 or
E-Mail: BHovatter@FrederickCountyMD.Gov for additional details.

☒ **Add** a detailed list of street names and their stationing.

☒ **Add** a surveyor's certification of placement of all monuments and markers.